

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: July 9, 2020

LEAVE ACCOUNTING LETTER #20-008

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: UNION RELEASE TIME BANK DONATION BU 06, 07, AND 08

Prior to 2019, Union Release Time Bank (URTB) deductions were taken from the Vacation or Annual Leave accruals for Collective Bargaining IDs (CBID) R06, R07, and R08 in June/July. As of June/July 2019, the California Department of Human Resources' Labor Relations Office directed the State Controller's Office (SCO) to post standard accrual rates for R06, R07, and R08 employees until negotiations could be completed with the unions. Beginning in August 2019, the policy changed so that only union members are required to donate toward the URTB. Therefore, the SCO created a new transaction code, Donation – RTB (RB), and posted it to the R06, R07, and R08 union members for the 2019-20 fiscal year.

This fiscal year, the donations for R06, R07, and R08 employees will be automatically post according to the following schedule, and will display on the payroll warrant/direct deposit advice issued as follows:

CBID	Time Base	Leave Period	Post Date	Amount	Pay Issued
R06	FT	07-20	07/30/20	1	09/01/20
R06	INT	07-20	07/20/20	1	August 1–15 or 2 nd half
R07	FT – PT	07-20	07/30/20	1	09/01/20
R07	INT	07-20	07/20/20	1	August 1–15 or 2 nd half
R08	FT – PT	08-20	08/28/20	2	10/01/20
R08	INT	08-20	08/17/20	2	Sept. 2–15 or 2 nd half

If you have questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0756. For assistance with personnel or payroll related items, agencies can contact the Statewide Tax Support Program (STSP) – PPSDtaxsupsect@sco.ca.gov, Statewide Customer Contact Center (916) 372-7200, HR Suggestions Email Inbox (All HR Staff) – PPSDHRSuggestions@sco.ca.gov, or Escalation Email Inbox (HR Supervisors and Managers) – PPSDOps@sco.ca.gov.

JEB:SS:CLAS